

**BOB**

**CLEVELAND, TENNESSEE**

**JONES**

**COLLEGE**



**ANNOUNCEMENTS**

**FOR 1939**

**1940**

**Volume XII . . . No. 1**



CATALOGUE OF

Bob  
Jones  
College

Volume XII

Number 1



ANNOUNCEMENTS

for

1939-1940



CLEVELAND, TENNESSEE





### COLLEGE CREED

I believe in the inspiration of the Bible, both the Old and New Testaments; the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Savior, Jesus Christ; His identification as the Son of God; His vicarious atonement for the sins of mankind by the shedding of His blood on the cross; the resurrection of His body from the tomb; His power to save men from sin; the new birth through the regeneration by the Holy Spirit; and the gift of eternal life by the grace of God.



### COLLEGE MOTTO

No college shall excel us in the thoroughness of our scholastic work; and, God helping us, we endeavor to excel all other colleges in the thoroughness of our Christian training.

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Whatever educational problem a student may have, the Bob Jones College is in position to solve that problem, at least through the sophomore year. In most cases, the college can solve a student's problem beyond the sophomore year.



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## COLLEGE CALENDAR

September 6, Wednesday . .	Formal Opening.
	Freshman Orientation begins.
September 7, Thursday . . .	Registration for students in the upper classes, the School of Business, and the Academy.
September 8, Friday . . . .	Registration for Freshman.
September 11, Monday . . .	Classes begin.
November 30, Thursday . . .	Holiday for Thanksgiving.
December 20, Wednesday . .	Christmas vacation begins.
January 3, Wednesday . . . .	Classes resumed.
January 20, Saturday . . . .	First semester ends.
January 22, Monday . . . . .	Second semester begins.
May 29, Wednesday . . . . .	Commencement exercises.



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M. K. VICKERY, Birmingham, Ala.	MRS. BERYL ROBERTS, Rome, Ga.
REV. MEL TROTTER, D.D., Grand Rapids, Mich.	EDWARD P. MEAD, Abilene, Tex.
REV. S. E. SPENCER, Graceville, Fla.	

**ADMINISTRATION**

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 BOB JONES, JR., A. M., LITT. D., Vice-President  
 EUNICE HUTTO, A. M., Dean  
 R. K. JOHNSON, A. B., Business Manager  
 MONROE PARKER, A. B., Director of Religious Activities  
 LILLIAN LEE, A. M., Principal of High School  
 W. W. LEE, B. B. A., A. M., Head of Business College  
 CLARA HENLEY, A. M., Head of the Conservatory of Music  
 LOIS WILSON, A. B., Librarian  
 FRANCES VAUGHAN, A. B., Assistant Librarian  
 J. D. EDWARDS, A. B., Dean of Men  
 GILBERT STENHOLM, A. B., Assistant Dean of Men  
 WILLIAM HICKS, A. B., Assistant Dean of Men  
 VIDA LEWIS, A. B., Dean of Women  
 ALICE MOORE, A. B., Assistant Dean of Women  
 HAZEL CLAIRE RILEY, A. B., Dining Room Hostess  
 MRS. PEARL WILLIS, House Mother for Women  
 MILDRED HOLMES, A. B., Dietitian  
 C. C. L. RAY, Director of Publicity  
 MARJORIE PARKER, A. B., Secretary to President  
 GUYE JOHNSON, Secretary to the Dean  
 CHESLEY SAPPINGTON, A. B., Superintendent of Buildings



## OFFICERS OF INSTRUCTION

ROBERT R. (Bob) JONES, D.D., President

ROBERT R. (Bob) JONES, Jr., History  
A. B., Bob Jones College; M. A., University of Pittsburgh, Litt. D., Asbury College; Special work, University of Chicago, University of Alabama, Northwestern University.

EUNICE HUTTO, Mathematics  
A. B., Huntingdon College; M. A., University of Alabama; Special work, University of California, University of Tennessee, University of Michigan.

ELIZABETH ADAMS, Speech  
A. B., Bob Jones College; Graduate work, University of Michigan.

MRS. REUBEN T. ALLEN, French, Latin  
A. B., University of Tennessee; Graduate work, University of Tennessee.

EDNA MAE BALD, Piano  
A. B., B. Mus., Asbury College; Graduate work, Pittsburgh Musical Institute, University of Pittsburgh.

HENRY W. BERG, Voice  
Mus. B., Kansas University; A. B., Pomona College; Graduate work, University of California.

ALBERTA DICKMAN, Violin  
B. Mus., Wheaton College; Graduate student, American Conservatory of Music; Graduate student, Northwestern University School of Music; Pupil of John Weicher, Emil Heermann, Herbert Butler, Arcule Sheasby and Ottakar Cadek.

JAMES D. EDWARDS, School of Business  
A. B., Bob Jones College; Graduate work, Louisiana State University.

WILLIAM T. GAYLE, English  
B. S., LL. B., M. A., University of Alabama; Graduate work, Columbia University, University of North Carolina.

GRACE W. HAIGHT, Bible  
Litt. D., Bob Jones College.

META M. HARRIS, Piano  
Graduate, Cadek Conservatory of Music; Graduate student, Juilliard School of Music; Pupil of Roy Lamont Smith, Muriel Kerr, and Guy Maier; Special work, Cincinnati Conservatory of Music.

JOHN B. HARRISON, History  
A. B., University of North Carolina; M. A., University of North Carolina; Ph. D., University of Wisconsin.

MARY WEBSTER HARRISON, English  
A. B., Cedarville College; M. A., Ohio State University.

CLARA B. HENLEY, Education, Music  
A. B., Duke University; Diploma in Music, Guilford College; M. A. Columbia University; Diploma in Bible, Columbia Bible College; Graduate student, Northwestern University, Peabody College, University of Chicago.

WILLIAM HICKS, School of Business  
A. B., Bob Jones College.

FANNIE MAY JONES, Home Economics  
A. B., Bob Jones College; M. A., Colorado College of Education.

LILLIAN LEE, Science  
A. B., Bob Jones College; M. A., Colorado College of Education; Special work, University of Tennessee, Columbia University.

W. W. LEE, School of Business  
A. B., B. B. A., M. A., Baylor University.

ALICE MOORE, English  
A. B., Bob Jones College.

AUGUSTUS H. MOORE, Spanish, Greek  
A. B., M. A., Birmingham-Southern College.

RUTH ORR, Piano  
M. Mus., Cincinnati Conservatory of Music; Pupil of Madame Marguerite Melville-Liszinska, and Severin Eisenberger.

BASIL G. OSIPOFF, Bible  
A. B., Asbury College; B. D., Asbury Theological Seminary; A. M., Emory University; S. T. D., Gordon Divinity School.

HARRIETTE STOLLENWERCK PARKER, Piano  
A. B., Bob Jones College; Graduate work, Cincinnati Conservatory of Music.

MONROE PARKER, Bible  
A. B., Bob Jones College.

MIRIAM GARVEY REEVES, English  
A. B., Converse College; Graduate work, Wofford College.

ELIZABETH REYNOLDS, Speech  
A. B., Bob Jones College; Graduate work, University of Michigan.

ANNA L. SEBRING, French, German  
Ph. B., Alma College; M. A., University of Michigan; Docteur es-Lettres, University of Grenoble; Graduate work, Western Reserve, Ohio State University, University of Michigan, The Sorbonne, University of Clermont, France.



**OLIVER E. STEINER, Music**

Lieb School of Music, Detroit, Mich.; Diploma, Ft. Wayne Bible Institute; A. B., Bluffton College; Christiansen Choral School; B. Sc. Ed., Ohio State University; Graduate Student, Ohio State University.

**GILBERT STENHOLM, Physical Education**

A. B., Bob Jones College.

**JOHN L. STONE, Psychology and Secondary Education**

A. B., M. A., Baylor University; Th. M., Ph. D., Southern Baptist Theological Seminary; Graduate work, Peabody College for Teachers.

**VERA JONES STONE, English**

B. I., Louisiana Polytechnic Institute; B. R. Ed., Woman's Missionary Union Training School, Louisville, Kentucky; A. B., University of Louisville; M. A., Peabody College for Teachers; Graduate work, Peabody College for Teachers.

**LEWIS WARWICK, Mathematics, Social Science**

A. B., Asbury College; Graduate work, Wofford College.

**EMMA F. WASHBURNE, Voice**

B. Ed., University of California; Pupil of Florence Russell; Bible diploma, Bible Institute of Los Angeles; Graduate work, University of California at Los Angeles.

**FRANCIS E. WEST, Chemistry and Biology**

B. S., M. S., Michigan State University; Sc. D., Milton University; Fellow in Botany, University of Wisconsin; Graduate work, University of Michigan, University of Wisconsin, University of California.

**LOIS WILSON, Speech**

A. B., Bob Jones College; Graduate work, Colorado College of Education, University of Michigan.

**PERSONAL WORD FROM THE PRESIDENT**

The Bob Jones College, which has had a successful history for twelve years, will open its 1939-1940 session on the 6th day of next September. Cleveland is in the center of one of the most attractive sections of the entire country. It is only a short distance from the historic city of Chattanooga. It is less than one hundred miles from Knoxville, and only a drive of a few hours from Birmingham, Ala., Atlanta, Ga., Asheville, N. C., and many other interesting cities and towns of the South.

It offers four years of work leading to a bachelor's degree. It is interdenominational, orthodox, and co-educational. It stands without apology for the absolute authority of the Bible.

A famous educator who has visited our college on several occasions said, "I have inspected more than three hundred colleges in the United States. There is something in the Bob Jones College that I have never found in any other institution. You can't tell it. You can't write it. You have to visit the college and feel it." Our college has a spirit all its own. It has an atmosphere of culture without the cold formality which is found in some institutions.

As an institution we believe in denominational co-operation without organic union. We believe in the right of every Christian to interpret the Bible as he may be led by the Holy Spirit, but we deny the right of any Christian to question the authority of the Book. Religiously, our testimony is: "Whatever the Bible says is true." Every teacher in the college signs our orthodox creed once each year.

We are proving in our institution that it is possible to be thorough in scholastic work and to have a happy, contented student body in this modern age, and still hold to the old, orthodox, religious position of our fathers.

While a number of our students are going into the ministry, or to mission fields, or into some other form of Christian work, a great many of them are planning to be lawyers, doctors, teachers, business executives, etc.



## GENERAL INFORMATION

In studying the courses outlined in this catalogue, you will note that a student may have as many hours in his minor, which is required, as he has in his major. This arrangement enables a student to receive a Bachelor of Arts degree from the Bob Jones College and then to enter a graduate school and receive his Master of Arts degree in the minor which he had in our institution.

A student may have a minor in English, history, or foreign language.

We believe that, because we limit our student body and because of the intensely Christian atmosphere of our institution, we are in a better position to do the work in the fields that we cover than any other institution in the country.

Each student in our college is required to take Bible every year. This applies not only to college students but also to high school students and School of Business students as well. We offer to every student in the college, the high school, and the School of Business, voice, piano, violin, pipe organ, and speech without extra cost, except a small fee for the use of the practice piano or organ. We put much emphasis on public speaking for we do not believe that a man or woman is really educated until he or she is able to stand on the platform of any auditorium and talk with ease to an audience.

Our college has the reputation of being strict; but our student body, we believe, is the most contented group of students on the American continent. The rules and regulations of the institution are made by a committee of the faculty and the students, and can be changed only by a vote of these two groups. The rules and regulations are reasonable and necessary.

At the Bob Jones College, religion is the natural thing. It is not stereotyped, strained, or "overly-pious." It is simple and unaffected. Every class is opened with prayer, and our social gatherings blend easily and naturally into "a little prayer before we go." We believe in a clean social life. We encourage properly chaperoned parties. In all our work and play, in personal life and social relations, we seek to be loyal to the Lord Jesus Christ.

In connection with our college we have a high school offering four years of accredited work. The high school girls are housed in one section of the women's dormitory. The boys in the high school under eighteen years of age are under special supervision.

Every student in our institution receives personal and constant attention. Any student may go for advice or assistance to any member of the faculty at any time. We limit our attendance to a maximum of four hundred dormitory students. The physical health of the students is cared for by supervised calisthenics, baseball, volley ball, basket ball, tennis, playground ball, and hiking. An indoor swimming pool provides facilities for teaching swimming. All students are required to take an hour of physical exercise each day.

Parents may send their sons and daughters to the Bob Jones College and go to sleep at night in perfect peace, knowing that their children are safe physically, mentally, and spiritually.

We shall be glad to give detailed information to any parent or to any prospective student.

Remember, whatever educational problem a student may have, the Bob Jones College is in position to solve that problem, at least through the sophomore year. In most cases the college can solve a student's problem beyond the sophomore year.

## BUILDINGS AND EQUIPMENT

Located on a beautiful campus in the heart of the residential district of Cleveland, the physical plant of the Bob Jones College combines beauty and utility.

**Women's Dormitories** The women's dormitories are fireproof, well ventilated, and well lighted. All rooms have hot and cold running water, and a number of the rooms have connecting baths.

**Men's Dormitories** There are two new brick dormitories for men. These buildings are arranged for comfort and convenience. Each room has hot and cold running water, closet, and storage space.



**The Dining Hall** The college has a new dining hall built in 1937. This building is modern in every respect, spacious, and cheerful. Students are seated at small tables, and place assignments are frequently changed in order that students may make pleasant and varied contacts at meals. In this new building are also located the home economics sewing-room, kitchen, and dining rooms. Private dining rooms are available for special parties.

**Class Room Building** The class room building is a two-story brick building, well lighted and equipped. The classes of the School of Business are housed on the ground floor of one of the men's dormitories, where there are also two other large lecture rooms.

**Margaret Mack Auditorium** This new building which was dedicated on Easter Sunday, 1936, is one of the most perfectly equipped auditoriums in the South. Here are located most of the studios of the Music and Speech Departments.

**Gymnasium** The Bob Jones College has one of the finest college gymnasiums in the Southeast, well equipped with locker rooms, showers, etc.

**Science Equipment** The college maintains an adequately equipped scientific laboratory.

**Library** The college maintains a constantly expanding library, which occupies well lighted, spacious, and conveniently arranged quarters. The library is well equipped and catalogued. The City of Cleveland has a public library close by, and its services are available to students.

**Store** "Little Moby's Corner," located on the campus and operated by the college, carries a full line of school supplies and all necessary textbooks as well as stamps, postcards, fruit, candy, ice cream, soft drinks, etc.

## CURRICULA

### The College Offers the Following Curricula:

1. Bachelor of Arts degree with a major in Music, Speech, or Religion. The work of the first two years is the same as that of any standard college, and a student may transfer to another school after two or three years in the Bob Jones College and receive full credit for his work.
2. A Two-year Teacher's Course leading to a permanent elementary certificate in Tennessee and a four-year Teacher's Course leading to a permanent professional high school certificate in Tennessee. Both of these courses are approved by the State Board of Education.
3. The School of Business, in connection with the college, offers a one-year business course, including a secretarial course and a bookkeeper's course.
4. The four-year high school, in connection with the college, offers the regular state adopted high school courses, and is fully accredited by the State Department of Education.

## PHYSICAL CARE

**Health Service** Every dormitory student of the Bob Jones College has medical service included in his fees. A fine, well-trained, competent Christian physician is available for the students at certain definite office hours. In case of an emergency, he may be called any hour of the day or night. A trained nurse is resident in the college dormitory to look after the physical welfare of the women students. Cleveland has two well-equipped hospitals with trained staffs of physicians and attendants.

**Physical Education** All students are required to take regular classes in physical education unless excused by a certificate from a physician. A program of intramural sports is provided for both men and women students. Organized classes in calisthenics, remedial exercises, and hygiene are maintained. Instruction is given in such sports as tennis, swimming, basket ball, volley ball, playground ball, track and field events, and hiking. The principal objectives are:

1. Learning to keep physically fit, and to protect the body against weakness and disease.
2. Learning to practice co-operation and good sportsmanship.
3. Learning some sports in which the student can participate after he leaves college.



## RELIGIOUS SERVICES

**Sunday School** Sunday school is held on the campus each Sunday. At the opening and closing exercises, all the various religious denominations meet together. A general superintendent, elected by the entire Sunday school, presides. For the lesson periods, the various denominational classes retire to separate rooms where they are taught by teachers of their own choice.

**Sunday Morning Worship** The Sunday morning worship at 10:45 is a regular feature of the college religious program. Every student is required to attend the Sunday morning worship service except in the case of young ministers who are away conducting services. There is a regular choir which presents special music. The message is brought by the president, some minister who is a member of the faculty, a student of the Ministerial Association, or a visiting clergyman.

**Vespers** The four o'clock Sunday vesper service is probably the best known of all the religious services of the Bob Jones College. It presents members of the faculty and students of the Departments of Speech and Music in a sacred program. Occasionally, a religious drama is presented by the Speech Department. These vespers are both cultured and devotional, and are largely attended by visitors from miles around.

**Young People's Societies** The various denominational groups—Christian Endeavor, B. Y. P. U., Epworth League, etc.—hold their regular meetings each Sunday afternoon following the vesper service.

**Sunday Evening Worship** There is no evening service on the campus, but students are urged to attend Sunday evening worship at the church of their own denomination in Cleveland.

**Chapel Services** One of the most interesting features of the Bob Jones College is the forty-five minute chapel service held every morning from Monday through Saturday. These services are a source of great inspiration to the students. Five days a week the chapel message is brought by the president when he is on the campus, and in his absence by selected speakers. On Monday the student body meets at the chapel hour. Attendance is compulsory.

## STUDENT ORGANIZATIONS

**Literary Societies** There are no fraternities or sororities on the Bob Jones College campus, but there are eight flourishing literary societies. Every student is eligible for membership in one of these groups. The Sigma Lambda Delta, Sigma Kappa Rho, Chi Sigma Phi, and Tri Sigma are for the girls and the Pi Gamma Delta, William Jennings Bryan, Chi Delta Theta, and Phi Beta Chi societies are for the boys.

**Pan Hellenic Council** The Pan Hellenic Council is composed of the president and one representative of each of the literary societies. The purpose of the Council is to guide and control the activities of the literary societies.

**Pioneer Club** The Pioneer Club consists of all members of the faculty and the student body who were connected with the college during its first year.

**The Friendship Club** The Friendship Club is composed of all the girls on the campus. The purpose of the club is to create a closer bond of friendship among the girls in the college.

**The Life Service Band** The Life Service Band is an organization of students who have volunteered for definite Christian service. It seeks to train and encourage its members to become efficient in personal evangelism.

**The Student Foreign Missions Fellowship** The Student Foreign Missions Fellowship is composed of those students who have been definitely called to the foreign mission field. The local group is identified with other similar groups in orthodox Christian colleges. The objective of the group is to stimulate missionary vision and zeal on the campus.

**The Ministerial Association** The Ministerial Association is a band of students who have been called into the ministry. The association aims to promote in every way possible the work of the kingdom of God.

**The Laymen's Club** The young men who belong to this club are those who have decided that they will use all their opportunities to lead the unconverted to their Lord and Savior.

**Denominational Organizations** The various religious denominations have their own young people's societies and Sunday school classes. Students are urged to attend the meetings of the denominational group with which they have been af-



filiated at home.

**The Choral Club** The Choral Club consists of students carefully selected for their musical talent. The best choral music, accompanied and unaccompanied, is studied. The club appears in several formal concerts during the year.

**The Classic Players** The Classic Players are the only college Shakespeare repertoire group in the world. Membership is open to all students who show talent or ability in public try-outs.

**Orchestra** There is an excellent orchestra, composed of those students who play musical instruments, under the supervision of a trained director. This orchestra gives numbers at vesper services, at recitals, and on various other programs during the school year.

**Intercollegiate Debates** Any student is eligible to try for the intercollegiate debate teams which engage in debates with other colleges and universities on various occasions during the year.

### SPECIAL ADVANTAGES

**Artist Series and Recitals** The students of the Bob Jones College have the opportunity of hearing, in the course of the year, a number of outstanding artists—musicians, readers, and lecturers—who are presented in the Lyceum Series. In addition, there are recitals by members of the faculty of the Departments of Speech and Music which are also included in the Artist Series. A portion of each student's fee is applied on a season ticket for the Artist Series.

**Student Recitals** Recitals are given monthly by the students of the Music and Speech Departments who thereby have an opportunity of appearing in public. Attendance at these recitals is compulsory for all students of the Music and Speech Departments. Students majoring in Music or Speech are required to give a recital during their senior year.

**Radio** Talented students have an opportunity for radio appearances on the college broadcasts.

**Debates** The students' literary societies sponsor inter-society debates each year. Participants are selected by the students in the societies. The final debate is one of the chief events of the commencement exercises each year.

**Contests** Various music and speech contests are held at commencement and medals are awarded to the winners.

### PUBLICATIONS

"The Fellowship News" is a paper published weekly at the college. It is the official publication of the International Organization of Young People's Fellowship Clubs.

"The Conqueror" is a literary publication, issued monthly by the students.

"The Vintage" is the college annual, published by the students.

### EXPENSES

The total cost for room, board, tuition, and fees for the nine months amounts to \$432.50. In addition, there is a small rental fee for the use of a practice piano or organ and a Student's Activity Fee of \$5.00 a semester. These expenses, itemized, are as follows:

Tuition and fees, a semester .....	\$92.50
Room and board, a month .....	27.50
Piano rental, a semester .....	3.00
Voice fee, a semester .....	3.00
Pipe organ rental, a semester .....	12.50
Student Activity Fee, a semester .....	5.00

The Activity Fee pays for "The Vintage", the college year book; for all college programs; the Artists Series; and for athletic activities.

No payments will be refunded to students who leave the college for any reason.

### SCHOLARSHIPS

A few loan scholarships are available to worthy students who are not able to make full payment for board and tuition.



### REQUIREMENTS FOR ADMISSION

All candidates for admission to the college must give satisfactory evidence of good character, and all students transferring from other schools must present a statement of honorable dismissal.

### ADMISSION TO FRESHMAN CLASS

Graduates of accredited high schools will be admitted to the college upon receipt of a properly certified statement from the principal of the high school showing that at least 15 units of acceptable work have been completed. (A unit represents 5 periods of at least 45 minutes each week for 36 weeks.)

**This statement should be forwarded directly from the principal to the dean before the opening of school. Blanks for this purpose will be furnished by the college.**

Candidates should present at least—

- 3 units of English,
- 1 unit of algebra,
- 1 unit of plane geometry,
- 1 unit of history, and
- 1 unit of laboratory science.

Not more than 3 units in vocational subjects will be accepted.

Students who do not present 2 units in a foreign language will be required to complete 18 semester hours of a foreign language in the college instead of 12 semester hours in order to satisfy the foreign language requirement. The minimum number of units that will be accepted for entrance in any one foreign language is 2.

Students who present 15 units but who are deficient in some specified unit will be admitted, but the deficiency must be removed before the beginning of the second year. Students who meet the entrance requirements, but are not prepared to do work in certain subjects they wish to pursue, may take such preparatory courses in the high school.

Candidates who are graduates of unaccredited high schools and mature students whose work has been irregular, will be given certain general tests at the beginning of school, and upon recommendation of the Scholarship Committee will be

enrolled and placed on probation for one semester. If such students meet the educational requirements of the college during this time, they may be allowed to continue their work. All entrance requirements must be met before such students can become candidates for degrees.

### ADMISSION TO ADVANCED STANDING

Applicants for advanced standing should have a transcript of their high school and college credits with a statement of honorable dismissal sent directly from the registrar of the last school attended to the dean of Bob Jones College. This should be sent as soon as possible before the opening of the school year.

### SCHOLARSHIP REGULATIONS

#### Late Registration

Students who enter late and register after the time set aside for registration will be required to pay a fee of \$3.00.

#### Classification of Students

Students' classification will be given on the following basis:

**Freshman:** Fifteen units of entrance credit.

**Sophomore:** At least 24 semester hours of credit and 24 honor points. All entrance deficiencies removed.

**Junior:** At least 58 semester hours of credit and 58 honor points.

**Senior:** At least 92 semester hours of credit and 92 honor points.

**Special:** Mature students doing special work and who are not candidates for degrees. Only a small number of special students are accepted.

#### Honor Points

A student must earn 130 honor points before a degree will be conferred upon him. Honor points are granted as follows:

A	.....	3	honor points a semester hour
B	.....	2	" " " " "
C	.....	1	" " " " "
D	.....	0	" " " " "
E, F	.....	—1	" " " " "

Students who enter with advanced standing are required to earn as many honor points as hours while they are in residence at the college.



### GRADING SYSTEM

The following grading system is used:

A	.....	Superior
B	.....	Above average
C	.....	Average
D	.....	Passing grade
E	.....	Condition
F	.....	Failure; Course must be repeated
I	.....	Incomplete
X	.....	Absent from examination

Students who make an E, I, or X are required to make up or complete the work during the following nine-weeks period. If this is not done, the grade is changed to an F and the course must be repeated. A small fee is charged for special examinations. Students who remove an E or an I will not be given a grade higher than D.

### Schedule of Work

Sixteen hours of class work a semester constitute a normal load for a student. Students who have work scholarships will reduce their program of studies accordingly. Upper class students with an average grade of B will be permitted upon recommendation of the Scholarship Committee to register for a limited number of additional hours.

### Change of Schedule

No student may drop a course, begin a new course, or make any change in his schedule after registration is completed without the permission of the dean. After the first two weeks a student who makes a change in his schedule will be required to pay a fee of \$1.00.

### REQUIREMENTS FOR GRADUATION

The Liberal Arts College is organized in two divisions. The Lower Division includes the freshman and sophomore years and the Upper Division includes the junior and senior years. The Bachelor of Arts degree is granted upon completion of one of the curricula of the Upper Division.

In the Lower Division, the work required is general in character fitting the needs of practically any student, including those of the pre-medical and pre-law students, prospective teachers, ministers, and students planning to enter other professional schools. The regular courses offered in most liberal arts colleges are given.

We do not ordinarily advise any student to remain in the Bob Jones College beyond the sophomore year unless he or she is especially interested in music, speech, or religion. However, many students who are not especially interested in these three subjects finish their junior year here and then transfer to some other college or university for the work of their senior year. A number of students have taken a major in music, speech, or religion, with a minor in English, or some other subject, and having received their Bachelor of Arts degree in Bob Jones College, have gone to graduate schools and earned the Master of Arts degree in the subject which was the minor while at Bob Jones College.

The work of the Upper Division is specialized in character. It is concentrated around the three major fields: Music, Speech, and Religion. Students are admitted to the Upper Division when they have completed the work of the Lower Division, or its equivalent, with an average grade of C. Each student selects music, speech, or religion in which to do his major work, and English, history, or a foreign language in which to do his minor work. His major professor will act as an adviser and will assist him in the selection of his minor subject.



### Specific Requirements for the Bachelor of Arts Degree

**Residence** At least one year in residence at the college, including the last semester of the senior year, is required. If a student is in residence only one year, a full load of work must be carried and as many honor points earned as hours taken.

**Hours and Quality Points** At least 130 semester hours and 130 honor points must be earned. Not more than 6 hours may be earned in extra-curricular activities. At least two-thirds of the work during the junior and senior years must be taken in courses numbered 300 and 400.

**Comprehensive Examination** During the semester preceding graduation a comprehensive examination covering the major and minor subjects is required. A candidate for a degree with a major in speech or music is required to give a public recital during the senior year.

NOTE: Before presenting their graduate recitals, all music and speech majors are required to attend a series of special classes in platform technique and audience contact.

**Specific Courses** The following courses are required of all candidates for the Bachelor of Arts Degree:

Freshman Orientation . . . . .	2	semester	hours
English 111-21, 211-21 . . . . .	12	"	"
History 111-21, 411-21 . . . . .	12	"	"
*Bible 111-21, 211-21 . . . . .	4	"	"
Mathematics . . . . .	6	"	"
Science . . . . .	6	"	"
*Foreign Language . . . . .	12 or 18	"	"
Speech . . . . .	6	"	"
Psychology . . . . .	3	"	"
***Physical Education . . . . .	4	"	"

\* Same Bible course must be elected each semester by all students.

\*\* Students who do not present as many as 2 units in a foreign language for entrance are required to complete 18 semester hours of foreign language in college. Students who continue the language started in high school, are required to take 12 hours in college.

\*\*\* Unless excused by a physician. Students who are excused are required to earn the 4 hours in some other subject.

**Major and Minor** A major in music, speech, or religion and a minor in English, history, or a foreign language must be taken. Requirements in the different departments are listed under Departments of Instruction. A course completed

with grade of D cannot be counted toward a major or a minor requirement in any department.

A large percentage of the graduates of the college goes each year to graduate schools of the universities for further work leading to Master's and Doctor's degrees. This graduate work may be taken in the major or minor subject pursued by the student in the college. The student should have in mind by the end of his junior year the type of graduate work he wishes to do, and, if possible, he should select the institution in which he plans to study. This will enable him to plan his work during his senior year in accordance with the requirements of the graduate school. A student will not be recommended for graduate work unless he makes an average of B in both major and minor subjects.

The student who plans to teach in the elementary schools should elect courses in elementary education and other courses in accordance with the requirements of the state in which he wishes to teach. The student who wishes to meet the certification requirements in Tennessee should take the regular Elementary Teachers Course. This course is approved by the State Board of Education, and permanent elementary certificates are granted by the State Department upon its completion. These certificates may be validated in some of the other states.

The student who plans to teach in the high schools of Tennessee should elect 18 semester hours in courses in secondary education. The student who plans to teach in high schools of another state should elect courses in accordance with the requirement of that state.

A student who plans to enter a medical school, law school, or some other professional school should consult the requirements of the particular professional school he has selected. The college administration and faculty will be glad to furnish information which will assist the student in planning his work in accordance with the entrance requirements of the professional school he wishes to enter.



## DEPARTMENTS OF INSTRUCTION

The numbers under Courses of Instruction relate to the year, the semester, and the course. For example, En. 321 means English given primarily for third year students (juniors), the second semester, and the first course. Re. 211 means sophomore Bible, the first semester, the first course. Courses numbered from 100 through 200 are for students in the Lower Division, and courses numbered from 300 through 400 are for students in the Upper Division.

Credit is given in terms of semester hours, a semester hour being defined as 18 hours of class work or 36 hours of laboratory work. Therefore, a class which meets for class work 3 hours a week for a semester will ordinarily give 3 semester hours of credit. A class which meets for class work 3 hours a week and for laboratory work 2 hours a week will give 4 semester hours credit.

## BIBLE AND CHRISTIAN EDUCATION

Dr. Osipoff, Dr. Haight, Mr. Parker

For an age like ours, when materialism, skepticism, modernism and all kinds of godlessness are so aggressive, there is a great need for a consecrated, Spirit-born and Spirit-filled ministry. The young people of to-day must become the spiritual leaders of tomorrow, if our Church is to survive and if Christianity is to be triumphant. To meet this need Bob Jones College is offering an intensive course of training in Christian Education, designed to inspire, inform, and firmly establish young people in the fundamentals of the Christian faith.

Two majors are offered:

(1) **Major in Bible.** Students who major in Bible must complete 20 semester hours in Bible in addition to the courses required of all students. These courses must be chosen from those numbered from 300 through 400. Ministerial students who major in Bible should elect 12 hours of Greek and 6 hours of Hebrew (or 18 hours of Greek), and 12 hours of Christian Education.

(2) **Major in Christian Education.** Students who major in Christian Education must complete 24 semester hours in their major field. They are also required to take 12 hours in Bible.

## Bible

### Re. 111—OLD TESTAMENT

A synthetic study of the Old Testament, with outlines, lectures, and discourses, designed to give the student a thorough working knowledge of the Old Testament. First semester, one hour.

### Re. 121—OLD TESTAMENT

A continuation of Re. 111. Second semester, one hour.

### Re. 112—GENERAL SURVEY OF THE BIBLE

This course is designed for students in the School of Business and for special students. First semester, one hour.

### Re. 122—GENERAL SURVEY OF THE BIBLE

A continuation of Re. 112. Second semester, one hour.

### Re. 211—NEW TESTAMENT

A study of the life of Christ, the life of Paul, and the Epistles; designed to give the student a thorough working knowledge of the New Testament. First semester, one hour.

### Re. 221—NEW TESTAMENT

A continuation of Re. 211. Second semester, one hour.

### Re. 311—BIBLE PROPHECY

A study of the lives and messages of the prophets of the Bible, pointing out the prophecies fulfilled; a study of the current events in the light of prophecy. First semester, three hours. (Offered 1939-40 and alternate years thereafter.)

### Re. 321—BIBLE PROPHECY

A continuation of Re. 311. Second semester, three hours.

### Re. 312—CHRISTIAN MISSIONS

A study of the principles of Christian missions, outlines of missionary history, and biographies of great missionaries. First semester, two hours.



## Re. 322—CHRISTIAN MISSIONS

A continuation of Re. 312.  
Second semester, two hours.

## Re. 323—HYMNOLOGY

A comprehensive study of the lives and hymns of hymn-writers from antiquity through the period of the Gospel songs.  
Second semester, two hours.

## Re. 314—ADVANCED NEW TESTAMENT

New Testament Geography; New Testament Archaeology; Textual and Higher Criticism; the analysis and exegesis of difficult and perplexing passages; memorizing select passages; and locating important topics.  
First semester, three hours.  
Prerequisite, Bible 211-221.

## Re. 324—ADVANCED NEW TESTAMENT

A continuation of Re. 314.  
Second semester, three hours.

## Re. 411—HEBREW HISTORY

See Hi. 411.  
First semester, three hours.

## Re. 421—HEBREW HISTORY

A continuation of Re. 411.  
Second semester, three hours.

## Re. 412—BIBLE DOCTRINES

A practical study of the fundamental teachings of the Bible on such doctrines as those expressed in the College creed.  
First semester, three hours. (Offered 1938-39 and alternate years thereafter.)

## Re. 422—BIBLE DOCTRINES

A continuation of Re. 412.  
Second semester, three hours.

## Re. 413—CHRISTIAN EVIDENCES

This course is designed to acquaint the student with the views of destructive critics, and to establish his faith in the authority of the Word of God by showing the fallacies

in the so-called "Modernistic" position.

First semester, three hours. (Offered 1938-39 and alternate years thereafter.)

## Re. 423—CHRISTIAN EVIDENCES

A continuation of Re. 413.  
Second semester, three hours.

### Christian Education

The following courses will be offered in 1939-40:

## Ce. 311—INTRODUCTION TO CHRISTIAN EDUCATION

A survey course of the whole field of Christian Education; objectives, principles, problems, methods, materials, and programs; institutions promoting Christian Education; present-day trends.  
First semester, three hours.

## Ce. 321—INTRODUCTION TO CHRISTIAN EDUCATION

A continuation of Ce. 311.  
Second semester, three hours.

## Ce. 312—PRINCIPLES AND METHODS IN CHRISTIAN EDUCATION

Studies in original nature and environment; laws and problems of learning; a survey of methods, their comparison and evaluation; present-day tendencies in the methodology of Christian Education.  
First semester, two hours.

## Ce. 323—THE USE OF THE BIBLE IN CHRISTIAN EDUCATION

The Bible as a textbook in Christian Education; a study of the aims and objectives of Bible teaching; teaching aids; evaluation of methods and materials; lesson building; relating instruction to life.  
Second semester, two hours.

## Ce. 411—COMPARATIVE RELIGIONS

A study of the major religious systems of the world, showing how "man by wisdom" has not known God, and how the Christian religion is the only one that meets the needs of fallen man.  
First semester, three hours.



**Ce. 421—COMPARATIVE RELIGIONS**

A continuation of Ce. 411.  
Second semester, three hours.

**CHEMISTRY AND BIOLOGY**

Dr. West

**Sc. 112—THE SCIENCE OF OUR ENVIRONMENT**

For students who plan to take only one year of science.  
Fulfills requirements of one year of science.  
First semester, three hours.

**Sc. 122—THE SCIENCE OF OUR ENVIRONMENT**

A continuation of Sc. 112.  
Second semester, three hours.

**Ch. 111—GENERAL CHEMISTRY**

This course is open to all students who have completed a year of high school chemistry or its equivalent. Emphasis is given to the laws and theories underlying the science. Three lectures and one laboratory period a week.  
First semester, four hours.

**Ch. 121—GENERAL CHEMISTRY**

A continuation of Ch. 111. Three lectures and one laboratory period a week.  
Second semester, four hours.

**By. 111—BIOLOGY—BOTANY**

A study of the principal groups of plants with emphasis upon the chemical and physical process underlying growth. Three lectures and one laboratory period a week.  
First semester, four hours.

**By. 121—BIOLOGY—ZOOLOGY**

A study of the principal phyla of animals. Three lectures and one laboratory period a week.  
Second semester, four hours.

**EDUCATION AND PSYCHOLOGY**

Dr. Stone, Miss Henley

The college is fully approved by the State Board of Education for the training of teachers. Practically all other states will accept the credits for certification. The department of education offers professional training to students who wish to become either elementary or high school teachers. The Bob Jones College Academy, which is a four-year accredited high school, affords convenient opportunity for observation and practice teaching to students interested in this field. Those students who wish to enter the elementary field of teaching have the privilege of observation and practice in the city public schools.

Students who expect to qualify for a permanent elementary certificate in Tennessee must complete two full years of college work, including 12 semester hours credit in courses in education. The Elementary Teachers Course is approved by the State Board of Education.

Students who expect to qualify for a permanent professional high school certificate in Tennessee must elect 18 semester hours in courses in education and complete the college requirements for graduation. The High School Teachers Course is approved by the State Board of Education.

**Ed. 111—INTRODUCTION TO EDUCATION**

In this course prospective teachers study the social and political problems and the educational philosophy that determine their country's system of education, and are taught to evaluate them in the light of a knowledge of the systems of foreign countries; the general problems of organization, curriculum, support, administration, and control in the elementary, secondary, vocational, and higher divisions; the processes of learning and the fundamental methods of teaching; the nature of the teaching profession; essential qualifications and personal fitness; and opportunities in the field of education. Text, discussions, assigned readings, reports, and observation.  
First semester, three hours.

**Ed. 121—ELEMENTARY SCHOOL ORGANIZATION AND MANAGEMENT**

Topics: Development of education and the American public school; school organization and control; constructing the daily program; pupil management and control;



modern procedures used in describing the performance of pupils; mental and educational tests; new-type examinations; interpretation of the results of scientific measurements; classification and promotion of pupils; school membership and attendance; records and reports; health education; the library; the assembly; and the teacher's relationships. Text, discussions, assigned readings, reports, and observation.

Second semester, three hours.

Ed. 112—PUBLIC SCHOOL ART

A course planned for grade teachers who wish to become more efficient in the teaching of drawing, designs, color, construction, and appreciation.

First semester, one hour.

Topics: Drawing—human figure, animals, birds, plants, trees, constructed objects, color; design; lettering; posters and cards; paper and cardboard construction—boxes and booklets; modeling; appreciation.

First semester, one hour.

Ed. 122—PUBLIC SCHOOL ART

A continuation of Ed. 112.

Second semester, one hour.

Ed. 211—MATERIALS AND METHODS IN THE ELEMENTARY SCHOOLS

A study of objectives in elementary curriculum studies together with consideration of accepted methods and procedures for attaining these objectives. Directed observation in local schools. Text, lectures, assigned readings, demonstration lessons, observation.

First semester, three hours.

Ed. 221—METHODS AND PRACTICE TEACHING IN THE ELEMENTARY SCHOOLS

A comparative study of state courses of study in elementary education. Following continued observation each student completes a period of supervised practice teaching in the city elementary public schools. Text, lectures, assigned readings, reports, observation, and practice teaching.

Second semester, three hours.

Ed. 222—THE TECHNIQUE AND ADMINISTRATION OF TEACHING

Prerequisite: Ed. 111. The purpose of this course is to

develop the fundamental principles of learning, of teaching, and of supervision and self-supervision, from the same psychological principles and facts of learning which they must serve in realizing their objectives. The three main divisions of this course are: The technique of teaching, how pupil development is achieved, basic principles in teaching.

Second semester, three hours.

Mu. 313—PUBLIC SCHOOL MUSIC METHODS

Materials for music organizations in the high school. Teaching of the theory of music in the high school.

First semester, one hour.

Mu. 323—PUBLIC SCHOOL MUSIC METHODS

A continuation of Mu. 313.

Second semester, one hour.

Mu. 314—PUBLIC SCHOOL MUSIC

This course is planned for prospective grade teachers designed to fit them to teach public school music in their respective grades with efficiency and understanding.

A study of the nature of the child's voice, consideration of materials, methods, and activities suited to the elementary grades. Lectures, demonstrations, music appreciation, assigned readings and reports, class practice in the proper presentation of songs.

First semester, one hour.

Mu. 324—PUBLIC SCHOOL MUSIC

A continuation of Mu. 314.

Second semester, one hour.

Ps. 311—GENERAL PSYCHOLOGY

A course aiming to acquaint the student with the fundamental conditions and facts of conscious behavior, including the physiological basis of behavior, native traits, emotions, feelings, sensations, learning, habit formation, memory, and perception. Text, lectures, demonstrations, assigned readings.

First semester, three hours.

Ps. 321—EDUCATIONAL PSYCHOLOGY

An elementary study of psychology as applied to education, to include the items of original tendencies; laws of learning, amount, rate, limit, conditions, spread and permanence of improvement; mental work and fatigue, in-



dividual differences. Text, lectures, assigned readings. Second semester, three hours.

Ps. 312—PSYCHOLOGY OF ADOLESCENCE

This course is designed especially for students who plan to be high school teachers, Christian workers, and for others who expect to work with young people. Some topics: The meaning and significance of adolescence; development; physical, mental, motor, social, moral, and religious; emotional behavior; aptitudes and interests; personal disturbances and mal-adjustments, mental hygiene; guidance and control. Text, discussions, assigned readings, and reports.

First semester, three hours.

Ps. 322—PSYCHOLOGY OF CHILDHOOD

The purpose of this course is to afford the prospective teacher an opportunity to secure a scientific knowledge of the mental and physical development of the child. Some topics: Results of recent investigations in growth and development during infancy and childhood; physical, mental, and other phases of growth; origin and development of child behavior; language development; learning and habit formation; child hygiene; guidance and control of childhood behavior. Text, discussions, assigned readings, and reports.

Second semester, three hours.

Ed. 312—HISTORY OF AMERICAN EDUCATION

European background, beginnings of education in America, development of private schools, rise of public school system, contributions of leading American educators and institutions, recent trends and problems in education.

First semester, three hours.

Ed. 313—PRINCIPLES OF SECONDARY EDUCATION

Includes the origin and development of the high school. Present organization, objectives, the curriculum, pupil guidance, student organizations, present practices and trends, relation to elementary school and college.

First semester, three hours.

Ed. 323—GENERAL METHODS AND CLASS MANAGEMENT IN THE SECONDARY SCHOOL

Deals with class management and modern methods of

teaching. Such topics as outcomes of teaching, planning, instruction, supervised study, evaluation of various methods of teaching, uses of standard tests, individual instruction.

Second semester, three hours.

Ed. 411—TEACHING THE HIGH SCHOOL SUBJECTS

The teaching of high school English, foreign languages, and the social studies. Topics for work in the social studies: the social studies curriculum; aims and objectives; the unit organization for courses in American history, world history, problems of democracy, the teaching of civics, economics, geography, and sociology; the collateral reading material; study of fusion, correlation, and integration; methods of instruction; the teaching of present-day problems and current events; teaching study habits; provision for individual differences; measuring the results of instruction; creative work. Similar topics will be offered in the teaching of English and foreign languages.

First semester, three hours.

Ed. 421—DIRECTED OBSERVATION AND TEACHING

Observation and teaching in the high school. Students will teach their major field of preparation and interest. Required of all students who expect to receive a high school teacher's certificate. Open only to seniors.

Second semester, three hours.

Ed. 412—THE TEACHING OF BIBLE

A study of the aims and objectives of Bible teaching; teaching aids; evaluation of methods and materials; lesson building; relating instruction to life.

First semester, three hours.

Ed. 413—THE TEACHING OF SPEECH

A study of procedure and methods in the teaching of speech.

First semester, three hours.

Courses in Educational Sociology, Philosophy of Education, History of Education, History and Problems of Secondary Education, Social Psychology, and Curriculum will be offered as there is need and demand.



**ENGLISH**

Mr. Gayle, Mrs. Harrison, Mrs. Stone, Miss Moore.

All students are required to have credit for English 111-121 and English 211-221, with the exception of students who plan to become teachers in elementary schools. These may substitute English 212-222 for English 211-221.

For a minor in English, the minimum requirements are 18 semester hours in English in addition to the courses required of all students. Students who minor in English must take English 311-321; and the additional 12 semester hours may be taken in any English courses numbered 300 and above.

**En. 101—ESSENTIALS OF ENGLISH**

Training in grammar, spelling, punctuation, and other essentials. Required of entering students who are found on examination to be unprepared for college English. Such students must pass this course before entering English 111.

First or second semester, no credit.

**En. 111—COMPOSITION**

A course in grammar and the mechanics of writing, with constant practice in writing and revision. Readings in literature.

First or second semester, three hours.

**En. 121—COMPOSITION**

A continuation of English 111. Emphasis is placed on the advanced principles of composition, with practice in effective presentation of material.

Readings in literature.

Second semester, three hours.

**En. 211—ENGLISH LITERATURE**

A survey of English literature from the Old English period to the middle of the eighteenth century. Prerequisite: English 111-121.

First semester, three hours.

**En. 221—ENGLISH LITERATURE**

A continuation of English 211. A survey of English literature from the middle of the eighteenth century to the present.

Second semester, three hours.

**En. 212—CHILDREN'S LITERATURE**

A course designed primarily to acquaint prospective teachers with the standard literature for grade schools. Readings, story telling, and dramatizations are important features of the course. Prerequisite: En. 111-121. First semester, three hours.

**En. 222—WORLD LITERATURE**

A survey course intended to provide the student with a comprehensive view of the works of English and American authors together with an introduction to the study of Greek, Latin, French, German, Spanish, and Scandinavian literature. Prerequisite: En. 111-121.

Second semester, three hours.

**En. 311—AMERICAN LITERATURE, 1607-1860.**

A survey of American literature from the founding of the colonies through the middle of the nineteenth century. Prerequisite: English 211-221.

First semester, three hours.

**En. 321—AMERICAN LITERATURE, 1860-1935.**

A survey of American literature from the middle of the nineteenth century to the present. Prerequisite: English 211-221.

Second semester, three hours.

**En. 312—COMPARATIVE DRAMA, TO 1890.**

A survey of the drama from ancient times to 1890; dramas in languages other than English studied in translation.

First semester, three hours. (Offered 1938-39 and alternate years thereafter.)

**En. 322—COMPARATIVE DRAMA, MODERN**

A survey of the modern drama, beginning with Ibsen, dramas in languages other than English studied in translation.

Second semester, three hours. (Offered 1938-39 and alternate years thereafter.)

**En. 313—SHAKESPEARE**

An intensive study of several of the tragedies and comedies of Shakespeare.

First semester, three hours. (Offered 1938-39 and alternate years thereafter.)



## En. 323—SHAKESPEARE

An intensive study of several of the historical plays of Shakespeare.

Second semester, three hours. (Offered 1938-39 and alternate years thereafter.)

## En. 324—CONTEMPORARY POETRY

A critical study of contemporary British and American poetry.

Second semester, three hours. (Offered 1939-40 and alternate years thereafter.)

## En. 411—MAJOR VICTORIAN POETS

An intensive study of Tennyson and Browning.

First semester, three hours. (Offered 1938-39 and alternate years thereafter.)

## En. 421—MINOR VICTORIAN POETS

A study of the minor poets of the Victorian period, with special attention to Arnold, Rossetti, Morris, and Swinburne.

Second semester, three hours. (Offered 1938-39 and alternate years thereafter.)

## En. 412—THE ENGLISH ROMANTIC POETS

A study of the poetry of Wordsworth, Coleridge, Scott, Byron, Shelley, and Keats.

First semester, three hours. (Offered 1939-40 and alternate years thereafter.)

## En. 422—THE SHORT STORY

A study of the short story from ancient times to the present, with attention to development and structure.

Second semester, three hours. (Offered 1939-40 and alternate years thereafter.)

## En. 413—THE ENGLISH LANGUAGE

A course in the historical development of the English language, with critical study of modern grammar and usage.

First semester, three hours. (Offered 1939-40 and alternate years thereafter.)

## En. 423—ADVANCED COMPOSITION

A course in both written and oral composition, with some

training in methods of research.

Second semester, three hours. (Offered 1939-40 and alternate years thereafter.)

## En. 415—ADVANCED GRAMMAR

A course in English grammar and other essentials of the language, required of all seniors who are unsatisfactory in the mechanics of composition.

Second semester, no credit.

**ANCIENT LANGUAGES**

Dr. Stone, Mr. Moore

**New Testament Greek**

## Gr. 111—BEGINNER'S GREEK GRAMMAR

A mastery of the forms, syntax, pronunciation, accent, and vocabulary of the Koine Greek is the aim of the first year's work. The student should have a good foundation in English grammar before attempting this course.

Text: "Beginner's Grammar of the Greek New Testament," by W. H. Davis.

First semester, three hours.

## Gr. 121—BEGINNER'S GREEK GRAMMAR

A continuation of Gr. 111.

Second semester, three hours.

## Gr. 211—SECOND YEAR GREEK

Review of grammar; irregular verbs. Reading of John's Gospel. Books required: Greek New Testament and Souther's "A Pocket Lexicon to the Greek New Testament."

First semester, three hours.

## Gr. 221—SECOND YEAR GREEK

A continuation of Greek 211.

Second semester, three hours.

## Gr. 311—THIRD YEAR GREEK

Advanced grammar. A study of Robertson and Davis's "New Short Grammar of the Greek Testament," and "A Short Syntax of New Testament Greek" by H. P. V. Nunn.

Special readings throughout the year.

First semester, three hours.



**Gr. 321—THIRD YEAR GREEK**

A continuation of Gr. 311. Exegesis of Philippians.  
Text: A. T. Robertson's "Paul's Joy in Christ."  
Second semester, three hours.

**Gr. 411—FOURTH YEAR GREEK**

Exegetical work in the Greek New Testament. Parallel reading.  
First semester, three hours.

**Gr. 421—FOURTH YEAR GREEK**

A continuation of Gr. 411.  
Second semester, three hours.

**Old Testament Hebrew****He. 311—BEGINNER'S HEBREW GRAMMAR**

Forms and syntax, pronunciation, vocabulary, written exercises.  
First semester, three hours.

**He. 321—BEGINNER'S HEBREW GRAMMAR**

A continuation of He. 111.  
Second semester, three hours.

**He. 411—SECOND YEAR HEBREW**

Reading in Genesis and other books; syntax.  
First semester, three hours.

**He. 421—SECOND YEAR HEBREW**

A continuation of He. 211.  
Second semester, three hours.

**MODERN FOREIGN LANGUAGES**

Dr. Sebring, Mr. Moore

**French**

A minor in French consists of 18 hours beyond the elementary year. If French is chosen as a minor, another foreign language must be taken in order to fulfill the general language requirement.

**Fr. 111—ELEMENTARY FRENCH**

A thorough drill in the fundamentals of grammar by

means of oral practice and written exercises.  
First semester, three hours.

**Fr. 121—ELEMENTARY FRENCH**

A continuation of French 111. Simple conversation based on easy texts, and composition.  
Second semester, three hours.

**Fr. 211—INTERMEDIATE FRENCH**

Grammar review, study of current idioms, reading of literature of moderate difficulty, reports from French periodicals, and the reading of selections from the Bible in French.  
First semester, three hours.

**Fr. 221—INTERMEDIATE FRENCH**

A continuation of French 211.  
Second semester, three hours.

**Fr. 311—EARLY NINETEENTH CENTURY FRENCH LITERATURE: ROMANTICISM**

A study of the qualities of French romantic literature in comparison with the romantic movement of other European countries.  
First semester, three hours.

**Fr. 321—FRENCH CONVERSATION**

A course for the development of fluency in speaking French.  
Second semester, three hours.

**Fr. 411—THE SCHOOL OF 1660: CLASSICISM**

A study of the works of the great classicists, with especial emphasis upon the drama.  
First semester, three hours.

**Fr. 421—THE LITERATURE OF THE EARLY SEVENTEENTH CENTURY**

A study of the outstanding currents of influence of the period, and the reasons for the triumph of classicism.  
Second semester, three hours.

**Spanish**

A minor in Spanish consists of the following courses:

Spanish 211-21

Spanish 311-21

Spanish 411-21



If Spanish is chosen as a minor, some other foreign language must be taken to fulfill the general foreign language requirement.

S. 111—ELEMENTARY SPANISH

The elements of grammar, careful training in pronunciation, reading of easy prose, and composition.  
First semester, three hours.

S. 121—ELEMENTARY SPANISH

A continuation of S. 111, with more advanced reading, more use of oral Spanish, and composition work.  
Second semester, three hours.

S. 211—THE MODERN NOVEL

A review of grammatical principles and rules; advanced composition. Representative contemporary novelists studied. Written reports on parallel reading covering this period of literature. Prerequisite, S. 111-121, or two years of high school Spanish.  
First semester, three hours.

S. 221—THE MODERN DRAMA

A continuation of S. 211. The reading of plays by contemporary dramatists such as the Quintero brothers and Martinez Sierra. Written reports on parallel reading of the contemporary period of Spanish drama.  
Second semester, three hours.

S. 311—SPANISH LITERATURE OF THE NINETEENTH CENTURY

The study of irregular verbs; theme work in Spanish; the reading of representative novels and plays; written reports on parallel reading, and conversation. Reading of novels by Valera and Valdes. Prerequisite: S. 211-221.  
First semester, three hours.

S. 321—SPANISH DRAMA OF THE NINETEENTH CENTURY

A continuation of S. 311. The reading of plays by Tamayo y Bous and Galdos. Parallel reading with written reports.  
Second semester, three hours.

S. 411—THE GOLDEN AGE OF SPANISH LITERATURE

The study of Old Spanish dialects and literature, including "Novelas Ejemplares" by Cervantes, "El Buscon" by Quev-

edo, and other picaresque novels.  
First semester, three hours.

S. 421—EARLY SPANISH DRAMA

A continuation of S. 411. Plays by Lope de Vega, Tirso de Molina, Calderon, and Ruiz de Alarcon.  
Second semester, three hours.

## HISTORY AND THE SOCIAL SCIENCES

Dr. Harrison, Mr. Edwards

In addition to the courses required of all students, those minoring in history should take History 211-21 and at least 12 hours in courses numbered from 300 through 400.

Hi. 111—HISTORY OF CIVILIZATION

An orientation course for all college freshmen. Survey of the history of mankind from the earliest times to the present. Text and selected readings.  
First semester, three hours.

Hi. 121—HISTORY OF CIVILIZATION

A continuation of Hi. 111.  
Second semester, three hours.

Hi. 211—UNITED STATES HISTORY

American history from 1492 to 1837. An introductory college course designed for those who desire a general knowledge of early American history.  
First semester, three hours.

Hi. 221—UNITED STATES HISTORY

American history from 1837 to the present day.  
A continuation of Hi. 211.  
Second semester, three hours.

Hi. 311—EUROPE IN THE NINETEENTH CENTURY

A survey of the history of Europe from the fall of Napoleon to the outbreak of the World War.  
First semester, three hours.

Hi. 321—RECENT AND CONTEMPORARY EUROPEAN HISTORY

A study of the background of the World War, the War, and Post-War Europe.  
Second semester, three hours.



## Hi. 312—THE MIDDLE AGES

A brief survey of the history of Western Europe from the dissolution of the Roman Empire to the opening of the Modern Period. (Offered 1938-39 and alternate years thereafter.)

First semester, three hours.

## Hi. 411—A HISTORY OF THE HEBREW PEOPLE

A summary of the history of the Chosen People from the call of Abraham to the fall of Jerusalem in 70 A. D. Special attention is given to the economic and political conditions of the Ancient World and the Roman Empire and their effect upon Israel. The work and journeys of apostolic missionaries discussed. Text: The Old and New Testament and selected readings from Josephus and other historians.

First semester, three hours. (Offered 1939-40 and alternate years thereafter.)

## Hi. 421—A HISTORY OF THE HEBREW PEOPLE

A continuation of Hi. 411.

Second semester, three hours. (Offered 1939-40 and alternate years thereafter.)

## Hi. 412—THE REFORMATION

A detailed study of this period of change and transition and of its leading figures. Special attention is given to the political, economic, social, and religious aspects of the period.

First semester, three hours. (Offered 1938-39 and alternate years thereafter.)

## Hi. 422—THE FRENCH REVOLUTION AND NAPOLEONIC ERA

A survey of European history from 1789 to 1815, giving special emphasis to the social, political, economic, and religious aspects of the Revolution and Napoleonic dictatorship. Second semester, two hours. (Offered 1938-39 and alternate years thereafter.)

## Hi. 414—ENGLISH HISTORY

A survey of English history from the earliest times to the reign of Queen Elizabeth.

First semester, two hours. (Offered 1939-40 and alternate years thereafter.)

## Hi. 424—ENGLISH HISTORY

Continuation of Hi. 414 beginning with the "glorious reign" of Elizabeth and continuing to the present time. Second semester, two hours. (Offered 1939-40 and alternate years thereafter.)

## Ss. 211—COLLEGE GEOGRAPHY

This course is designed for prospective teachers of geography and for those who desire to pursue the study of history, economics, or sociology.

First semester, three hours. (Offered 1939-40 and alternate years thereafter.)

## Ss. 311—AMERICAN GOVERNMENT

A survey of the structure and function of the various departments of our national government.

First semester, three hours. (Offered 1939-40 and alternate years thereafter.)

## Ss. 321—AMERICAN GOVERNMENT

A continuation of Ss. 311.

Second semester, three hours. (Offered 1938-39 and alternate years thereafter.)

**MATHEMATICS**

Miss Hutto

## Ma. 111—COLLEGE ALGEBRA

A rapid review of high school algebra; the quadratic equation, proportions, progressions, functions, graphs, theory of equations, permutations, combinations, probability, and determinants.

First semester, three hours.

## Ma. 121—TRIGONOMETRY

Solution of the triangle and the use of logarithms in computation; trigonometric identities.

Second semester, three hours.

## Ma. 112—GENERAL MATHEMATICS

Strongly recommended for students who plan to take only one year of mathematics. Stresses the understanding of the nature of mathematics and its relation to



other subjects. Includes problems in algebra and trigonometry.

First semester, three hours.

**Ma. 122—GENERAL MATHEMATICS**

A continuation of Ma. 112.

Second semester, three hours.

**Ma. 113—SOLID GEOMETRY**

Recommended for students who have not had it in high school and who expect to pursue mathematics beyond the freshman year.

First semester, three hours.

**Ma. 211—PLANE ANALYTIC GEOMETRY**

The algebraic study of figures of geometry and the plane sections of a cone. Systems and transformation of coordinates.

First semester, three hours.

**Ma. 221—INTRODUCTION TO CALCULUS**

An introductory course in the differentiation and the integration of elementary forms.

Second semester, three hours.

**SPEECH**

Dr. Jones, Miss Adams, Miss Reynolds, Miss Wilson

A major in speech consists of the following courses, in addition to Speech 111-21, which is required of all students

Speech 211-21

Speech 212-22

Speech 311-21

Speech 312-22

and private lessons during the junior and senior years. Enough additional hours to make a total of 24, exclusive of Speech 111-21, must be elected from courses numbered from 300 through 400. Students whose major is speech must elect English 312-22. A public recital is required during the senior year.

**Sp. 111—FUNDAMENTALS OF EXPRESSION AND INTERPRETATION**

A general course in the theory and practice of speech, in which the following will be studied: Voice, expressive movements, interpretation and reading of poems and prose selections, and the giving of short original speeches. First semester, three hours.

**Sp. 121—FUNDAMENTALS**

A continuation of Sp. 111.

Second semester, three hours.

**Sp. 211—PUBLIC SPEAKING**

Outlining, writing, and delivering of speeches for various occasions, and the study of some of the outstanding speeches of history. Prerequisite: Sp. 111-121.

First semester, three hours.

**Sp. 221—PUBLIC SPEAKING**

Continuation of Sp. 211.

Second semester, three hours.

**Sp. 212—DEBATE**

A study of formal persuasive speaking, affording practice in debating, public discussion, and parliamentary procedure.

First semester, two hours.



## Sp. 222—DEBATE

A continuation of Sp. 212.  
Second semester, two hours.

## Sp. 311—INTERPRETATIVE READING

An advanced course in the study of types of literature and their interpretation. Prerequisite: Sp. 111-121.

## Sp. 321—CHARACTERIZATION OR IMPERSONATION

Designed for those interested in dramatic reading. Analysis of poems and prose readings requiring the study of various types of characters. Prerequisite: Sp. 111-121. Second semester, three hours.

## Sp. 312—PLAY PRODUCTION

The principles of stage design, lighting, and the various phases of production; practical experience in designing costumes and constructing scenery for the Shakespearean and Vesper productions of the college. First semester, three hours.

## Sp. 322—PLAY PRODUCTION

A continuation of Sp. 312, with emphasis on acting, the directing of high school plays and religious dramas, and pageants. Second semester, three hours.

## Sp. 412—PROGRAM PLANNING AND RADIO TECHNIQUE

First semester, two hours.

## Sp. 422—PROGRAM PLANNING AND RADIO TECHNIQUE

A continuation of Sp. 412. Second semester, two hours.

## Sp. 413—DICTION

A study of words, attention being given to the pronunciation and meaning, and a study of voice, articulation, and enunciation in its relation to diction. First semester, one hour.

## Sp. 423—DICTION

A continuation of Sp. 413. Second semester, one hour.

## Sp. 415—PRIVATE LESSONS

One hour each semester. Open only to juniors and seniors.

**MUSIC**

Miss Henley, Miss Bald, Mr. Berg, Miss Harris, Mr. Hicks,  
Miss Orr, Dr. Osipoff, Mrs. Parker, Mr. Steiner

The purpose of the Music Department in the Bob Jones College is twofold:

1. To meet the individual needs of the student in the development of talent and musicianship; and to develop the understanding and interpretation of the works of the great masters.
2. To offer such courses as will be of general cultural value to the program of the entire college.

**ENTRANCE REQUIREMENTS FOR MAJORS IN MUSIC**

## 1. PIANO

Students must qualify through fourth grade material.

## 2. VOICE

No previous formal training is necessary, but certain native abilities must be in evidence.

## 3. VIOLIN

Students should qualify through four years of preparatory study.

## 4. ORGAN

Students must qualify through fourth grade piano requirements.



## CURRICULA

The college offers a major in applied music.

### MAJOR IN APPLIED MUSIC

For a major in applied music (piano, voice, violin, organ) the following courses are required:

Music 111-121 (Sight-Singing)	4 hours
Music 211-221 (Sight-Singing and Ear Training)	4 hours
Music 311-321 (Harmony)	6 hours
Music 411-421 (Harmony)	4 hours
Music 312-322 (History of Music and Appreciation)	4 hours
Music Electives	4 hours
Applied Music	8 hours

Applied music must be taken each year and the semester examinations passed. A recital is required in the senior year.

Credit in applied music for all students (majors and non-majors) is awarded at the discretion of the examining committee.

A parallel course in music theory must be taken, preferably Mu. 111-121, in order to receive credit for applied music. Exception to this rule may be granted by an examining committee upon proof that the student has previously had the necessary work in music theory.

Students must pass sophomore examinations before being considered approved majors in applied music.

## MUSIC THEORY

### Mu. 111—SIGHT-SINGING

Four periods are spent in sight-singing and in the study of terminology and elementary theory.  
First semester, two hours.

### Mu. 121—SIGHT-SINGING

A continuation of Mu. 111.  
Second semester, two hours.

### Mu. 211—SIGHT-SINGING AND EAR TRAINING

Four periods are spent in sight-singing and in the taking of melodic dictation.  
First semester, two hours.

### Mu. 221—SIGHT-SINGING AND EAR TRAINING

A continuation of Mu. 211.  
Second semester, two hours.

### Mu. 311—HARMONY

Scales, intervals, principal and secondary triads, dominant seventh chord, melodies and figured basses in close harmony.

First semester, three hours.

### Mu. 321—HARMONY

Modulations to closely related keys, dominant ninth, secondary seventh chords, melodies and figured basses in open harmony.

Second semester, three hours.

### Mu. 312—HISTORY OF MUSIC AND APPRECIATION

A study of the history of music with an appreciation of its development before the birth of Christ, through the early Christian era, the early schools of sacred and secular composition, the classical, romantic, impressionistic periods, and the realistic and ultra-modern schools of the present day.

First semester, two hours.

### Mu. 322—HISTORY OF MUSIC AND APPRECIATION

A continuation of Mu. 312.

Second semester, two hours.

### Mu. 313—PUBLIC SCHOOL MUSIC METHODS

Materials for music organizations in the high school. Teaching of the theory of music in the high school.

First semester, one hour.

### Mu. 323—PUBLIC SCHOOL MUSIC METHODS

A continuation of Mu. 313.

Second semester, one hour.

### Mu. 314—PUBLIC SCHOOL MUSIC

A study of the nature of the child's voice, consideration of materials, methods, and activities suited to the elementary grades. Lectures, demonstrations, music appreciation, assigned readings and reports, class practice in the proper presentation of songs.

First semester, one hour.

### Mu. 324—PUBLIC SCHOOL MUSIC

A continuation of Mu. 314.

Second semester, one hour.



**Mu. 315—CONDUCTING**

Practice in the conducting of smaller forms of vocal music. Mechanical expression of various rhythms. First semester, one hour. Two recitations per week.

**Mu. 325—CONDUCTING**

Practice in the conducting of larger forms of vocal music. Second semester, one hour. Two recitations per week.

**Mu. 326—LEADERSHIP IN CHURCH MUSIC**

The organization of choirs, relation of minister to music program, repertoire, and practical music programs for churches. Second semester, one hour.

**Mu. 411—HARMONY**

Modulations in general, chromatic alterations, augmented chords. First semester, two hours.

**Mu. 421—HARMONY**

Non-harmonic tones, harmonization of florid melodies. Second semester, two hours.

**Mu. 412—FORM AND ANALYSIS**

Structural analysis of contrapuntal forms. First semester, two hours.

**Mu. 422—FORM AND ANALYSIS**

Structural analysis of homophonic forms. Second semester, two hours.

**Mu. 423—KEYBOARD HARMONY**

Keyboard harmonization of melodies and figured basses, and keyboard modulations. Second semester, one hour.

**PIANO****Mu. 101—BEGINNING PIANO CLASS**

A study of notation, rhythms, scales, intervals, and chords. Projects: The playing of major and harmonic minor scales. Beginning Bach, Carroll. First semester, no credit.

**Mu. 102—BEGINNING PIANO CLASS**

A continuation of Mu. 101. Second semester, no credit.

**Mu. 103—GOSPEL SONG AND HYMN PLAYING**

This course includes sight-reading of songs and hymns, and an elementary study of chord formation, transposition, medley grouping, improvisation, solo and congregational accompaniment, with discussion of the various aspects of church and evangelistic accompaniments. The class period is supplemented with one private lesson a week for each student. First semester, no credit.

**MU. 104—GOSPEL SONG AND HYMN PLAYING**

A continuation of Mu. 103. Second semester, no credit.

Students desiring further study in evangelistic playing may receive class and private instruction with credit upon approval of the examining committee.

Students desiring to make piano their major course of study, or students desiring to continue their previous study of piano are given private instruction for the development of talent and musicianship and for the meeting of individual needs.

**Freshman** Major and minor scales, four octaves, parallel motion; Bach, Two Part Inventions; Czerny, School of Velocity; compositions of the masters suited for the needs of the student.

**Sophomore** Major and minor scales, parallel motion in accents; common arpeggios and their inversions, four octaves; Bach, Three Part Inventions; Czerny, School of Velocity; compositions of the masters.

**Junior** Major and minor scales in thirds and sixths, four octaves; dominant and diminished seventh arpeggios and their inversions, four octaves; Bach, French or English Suites; Czerny, School of Dexterity. Assignment for senior recital.

**Senior** Major and minor scales in contrary motion; Bach, Well-Tempered Clavichord; Czerny, School of Dexterity. Senior recital.



## ORGAN

To pursue the study of organ to the best advantage, students should have a thorough foundation in piano playing and possess a reasonable amount of sight reading ability.

Students desiring to study organ will be given an entrance examination in piano at the beginning of the school year to show their aptitude and talent. The result of this test will determine whether the student is ready to take up the study of organ.

On the entrance examination, students desiring to begin the study of organ will be expected to play the following: Scales and arpeggios; a technical study from Czerny, Pischner, Hanon or Heller; a composition which is equal to grade 4 in piano, and to read at sight a composition of moderate difficulty.

Before graduation in organ the student must qualify through freshman piano requirements.

**Freshman** Manual exercises and pedal exercises as found in *The Art of Organ Playing*, by Clarence Dickinson; hymn tunes (one and two manuals with and without pedals); Best's *Art of Organ Playing*; 79 Chorales of Bach edited by Marcel Dupré; *Selected Chorale Preludes* (Orgelbuchlein) Bach; the *Eight Little Preludes and Fugues of Bach*; *Selected modern compositions*.

**Sophomore** Bach: *Trio Sonata I*, *selected Chorale Preludes, Preludes and Fugues in E minor and C minor*; Cesar Franck: *Cantabile or Andantino*; Mendelssohn: *Sonata II or IV*; *Selected modern compositions*.

**Junior** Bach: *Trio Sonata IV or V*, *Selected Chorale Preludes, Toccata and Fugue in D minor, Preludes and Fugues in A minor and B minor*, Cesar Franck: *Piece Heroique*, and *Chorale in A minor*; Bonnet's *Concert Variations*; *Selected modern compositions*.

**Senior** Bach: *Trio Sonata II, Toccata and Fugue in C, Preludes in B flat, Grand Piece Symphonique*; Vierne *Symphony I*; *representative modern compositions*. Senior Recital.

## VOICE

The courses stress voice development, vocalizing and proper breathing, with special attention to articulation and phrasing, and a foundation for an authoritative style and manner in singing, all tending to that ease and elegance which is in-

dicative of a finished vocalism.

Students who graduate with a major in voice must qualify through freshman requirements in piano.

**Freshman** Correct physical and mental poise. Principles of breathing and breath control. Proper use of the organs of articulation, study of vowels, and fundamental essentials of tone production, with such solfeggio vocalizations as may be deemed necessary to the individual student. *Simple Songs in English*.

**Sophomore** More advanced technique. Studies in diatonic and chromatic scales, legato, staccato, simple trills, vocal embellishments. Italian and French songs. German *Leider* from Schubert, Franz, and Schumann.

**Junior** Studies for maximum flexibility and velocity. Recitative, lyric, and dramatic examples from the operas and oratorios of Bach, Handel, Mozart, Hadyn and Gluck. Works by modern composers.

**Senior** A partial recapitulation and amplification of the work of the preceding years, together with the study of the more difficult classic, romantic, and modern song literature. *Comprehensive repertoire*. Senior Recital.

## VIOLIN

A preparatory course is provided for beginners and the intermediate grades. The following outline is given for those who are working toward a degree.

**Freshman** Fundamental technical exercises of Sevcik; double stop studies; Mazas Studies, Op. 36, Book 1; Kayser, Op. 20, Book 111; fore part of Kreutzer Etudes; Sonatas by Handel; Concertos by Sitt, Viotti, Kreutzer, and Accolay.

**Sophomore** Three octave scale and arpeggio studies; Sevcik Year bowings: Kreutzer Etudes continued; Fiorillo; Concertos: Rode No. 7, Viotti No. 22; moderately difficult pieces by DeBeriot; Vieuxtemps; other standard works; transcriptions of Kreisler.

**Junior** Technical studies, Sevcik Op. 1, Parts 3 and 4; Etudes Year of Fiorillo; Rode, 24 Caprices; Concertos of Mozart, Spohr, Vieuxtemps, or Bach; repertoire building.

**Senior** Etudes of Gaviniès and Dant; Bach Sonatas for violin Year alone; Concertos by Mendelssohn, Beethoven, Bruch and Saint-Saëns. Concert pieces to display fine tone and technique. Senior recital.



**SCHOOL OF BUSINESS**

Mr. Lee, Mr. Edwards, Mr. Hicks

The President of the college has felt for some time that there should be somewhere a Christian business school. After much prayer and thought such a school has been established on the campus of the Bob Jones College.

Many young people, because of their financial condition, do not see how it is possible for them to complete a four-year college course, but they would like the privilege of being in the atmosphere of a Christian college for at least one year. This privilege is now offered to such young people. Students may enroll in the Bob Jones College and complete in nine months a course in bookkeeping, shorthand, typewriting and related subjects, and at the end of the year may receive a certificate upon graduation.

Each student enrolled in the School of Business is required to take Bible in the Bible Department of the Bob Jones College and, in addition, may take speech or music. If such student does not desire to take music or speech, he will be permitted to take three hours of regular college work each semester.

After having completed the business course and the required college work which is given in connection with the business course, the student may then enter, if he desires, the regular Liberal Arts college course and will receive approximately a year's credit for the year's work done in the School of Business, provided the college entrance requirements have been met.

This arrangement will make it possible for many young people to get at least a start in college work. Usually a student who can go to college one year finds it possible to continue his education. However, if after one year in the School of Business a student is not in position to continue college work, he will be equipped to fill a commercial position and will have had the cultural advantage of a business course taken in the environment of a Christian college.

The expenses for the School of Business are the same as in the regular college. See page 19.

**REGULATIONS RELATING TO STUDENTS****Grading System**

The following grading system is used:

A . . . . .	Superior
B . . . . .	Above average
C . . . . .	Average
D . . . . .	Passing grade
E . . . . .	Condition
F . . . . .	Failure, Course must be repeated
I . . . . .	Incomplete
X . . . . .	Absent from examination

Students who make an E, I, or X are required to make up or complete the work during the following six-weeks period. If this is not done, the grade is changed to an F and the course must be repeated. A small fee is charged for special examinations. Students who remove an E or an I will not be given a grade higher than D.

All College of Business students will be under the same rules and regulations as the students in the Liberal Arts College.

**CERTIFICATES**

All applicants for certificates must be recommended by the head of the School of Business and by the dean of the Bob Jones College. In addition, all requirements for graduation must be satisfied.



**OUTLINES OF COURSES****Outline of Stenographic Course**

Shorthand	Spelling
Typewriting	Business Law*
Business English	Business Arithmetic
Business Letter Writing	College Bible
Office Training	College Elective

**Outline of Bookkeeping Course**

Bookkeeping	Business Letter Writing*
Typewriting	Business English*
Business Arithmetic	Spelling*
Business Law	College Bible
	College Elective

**Outline for Combined or Secretarial Course**

Shorthand	Business Law
Typewriting	Spelling
Bookkeeping	Business Arithmetic
Business English	College Bible
Office Training	College Elective
Business Letter Writing	

\* Elective.

Other combinations may be worked out with the approval of the head of the School of Business and the dean of the college.

**DEPARTMENTS OF INSTRUCTION****Stenography**

Mr. Lee, Mr. Hicks

**St. 111—SHORTHAND**

A thorough training in the principles of the Gregg System by means of the Functional Method.

**St. 121—SHORTHAND**

A continuation of St. 111. Daily dictation of actual business letters and other communications. Students will be trained to transcribe letters quickly, neatly, and accurately.

**St. 112—TYPEWRITING**

Instruction given in the touch system of typewriting. Accuracy, rhythm, and speed stressed. Training given in letter forms, arrangement, taking dictation directly on the typewriter, and in tabulating.

**St. 122—TYPEWRITING**

A continuation of St. 112.

**St. 113—BUSINESS ENGLISH**

To fit the student to speak and to write readily the clear, correct, forceful English necessary in the transaction of present-day business. Appropriate exercises included.

**St. 114—SPELLING**

Great emphasis is placed on the spelling of words and terms used in business. Pronunciation, meaning, and syllabication also taught.

**St. 115—BUSINESS LETTER WRITING**

Different types of business letters studied in order to master the qualities of a well-written letter and the technique of writing business letters.

**St. 125—OFFICE TRAINING**

Special instruction in the use of office appliances, in the methods of filing, and in the routine tasks required of the skilled office worker.

**St. 126—OFFICE PRACTICE**

Advanced students who reach the required standard of



efficiency before the end of the school year may be used in the college office.

St. 211—REPORTING

A review of the principles of the Gregg System. Vocational dictation and Congressional Record dictation to build up the student's vocabulary.

St. 221—REPORTING

A continuation of St. 211. Designed to prepare the student to pass the Civil Service Examination for senior stenographers, and to qualify for secretarial work requiring a high degree of skill.

**Bookkeeping**

Mr. Edwards

Bk. 111—BOOKKEEPING

Bk. The course includes the elements of bookkeeping with a study of the various accounts. Practice will be given in opening and closing books and in keeping the records for a single proprietorship.

Bk. 121—BOOKKEEPING

A continuation of Bk. 111. Partnership studied. Special attention given to periodical reports, including trial balances, balance sheet, profit and loss statements, and work sheet.

Bk. 112—BUSINESS ARITHMETIC

A study of the fundamental principles of arithmetic, with a further study of fractions, percentage, and interest, and the application of the principles to practical business problems in their relation to bookkeeping.

Bk. 123—BUSINESS LAW

Law taught as an agency of social control. The fundamental principles applicable to every day business problems studied and applied to cases.

Bk. 124—MACHINE BOOKKEEPING

This course is designed to prepare the advanced student to do posting on the bookkeeping machine, with especial emphasis on bank bookkeeping. Appropriate drills will be given on the adding machine.

**HIGH SCHOOL**

Miss Lee, Mrs. Allen, Mrs. Jones, Miss Reeves, Mr. Warwick,  
Miss Washburne

**Purpose**

Many parents realize the importance of having their sons and daughters in a Christian atmosphere during their high school years. There is no more critical time in the life of a boy or girl than the years spent in high school. The purpose of the Bob Jones College Academy is to offer four years of high school training in an environment that is Christian and cultural. The high school students have the opportunity of social contact with the college students and the additional advantage of instruction by Christian teachers, all of whom are college or university graduates.

**RATING**

The Bob Jones College Academy is a four-year accredited high school.

**ADMISSION**

Students are admitted to the academy upon the completion of standard eighth grade work (or junior 2 class work.) The applicant should present an official statement from the principal of the school which he formerly attended that he is prepared for the ninth grade (or junior 3) work. If the student wishes to be admitted to any high school class beyond that of the ninth grade (or junior 3), he should present a transcript showing the official record of all high school work previously carried. Not more than 4 units of credits will be accepted for admittance to the tenth grade. Students transferring from an unaccredited high school will be admitted by examination.

**HIGH SCHOOL EXPENSES**

Tuition each semester covering four academic subjects,  
Bible, physical education, and piano, violin, organ,  
voice, or speech .....\$92.50  
Room and board, a month .....\$27.50  
For further information see page 19.



### REQUIREMENTS FOR GRADUATION

Sixteen units of standard high school work are required for graduation. A unit represents five periods of at least 45 minutes each week for 36 weeks. The following subjects are required:

1. Bible, 3 times a week each year (1 unit) \*
2. English, 4 units.
3. American History and Problems in Democracy, 1 unit.
4. Mathematics, 2 units (1 in algebra and 1 in plane geometry).
5. Science, 1 unit.
6. Home economics (for girls), 1 unit.
7. Physical education, each year, (no credit).

Enough additional subjects to make a total of 16 units may be elected from the following list:

1. Commercial subjects\*\*
2. Foreign languages\*\*\*
3. Mathematics
4. Science
5. Social sciences
6. Home economics
7. Speech

\* Students who transfer from other schools will not be required to have one unit of credit in Bible for graduation.

\*\* Not more than 4 units of commercial and vocational work will be accepted for graduation.

\*\*\* Two units of a foreign language are recommended for all students.

### CLASSIFICATION

The work completed by the beginning of a school year determines the student's classification. A student who has completed 4 units is classified as a sophomore; 8 units as a junior; 12 units, as a senior.

If a student lacks not more than one of the required number of units, he will be given conditional classification.

### REPORTS AND GRADES

Reports are mailed to the parents or guardians of the students at the end of each nine weeks period and at the close of each semester.

The system of grading is as follows:

A . . . . .	Excellent
B . . . . .	Above average
C . . . . .	Average
D . . . . .	Passing
E . . . . .	Condition
F . . . . .	Failure
I . . . . .	Incomplete

### COURSES OF INSTRUCTION

The course of study and the textbooks adopted by the state are used. The curriculum includes standard courses in English, history, foreign languages (Latin and French), mathematics, science, home economics, social sciences, commercial subjects, and physical education.

In addition to these regular courses each student is given a course in Bible 3 times each week, and he may have the privilege of taking music or speech without extra cost.



**LEGAL FORMS OF BEQUEST****1. Absolute Bequest:**

I give (devise) and bequeath to the Bob Jones College and its successors forever the sum of \_\_\_\_\_ dollars (or otherwise describe the gift) for its general corporate purposes (or name a particular corporate purpose).

**2. Testamentary Trust Under a Mandatory Power—Bank or Trust Company Trustee:**

I direct my executors, as soon after my death as shall be practicable, on my behalf (and as a memorial to \_\_\_\_\_) to endow the Bob Jones College in the sum of \_\_\_\_\_ dollars, or its equivalent in securities, by the creation of a charitable trust to be administered by a bank or trust company of their selection, acting as trustee under the resolution and declaration of trust known as The Uniform Trust for Public Uses, to collect and pay over or apply the net income arising therefrom to the use of said beneficiary for its general corporate purposes (or name a particular corporate purpose).

**3. Annual Contribution.**

I wish to pay to the Bob Jones College as a part of my annual budget the sum of \_\_\_\_\_ dollars.

In the event any friend desires to make a gift in some other way, desired information will be furnished on request.

Correspondence regarding the preceding should be addressed to

THE PRESIDENT,

Bob Jones College,

Cleveland, Tennessee